

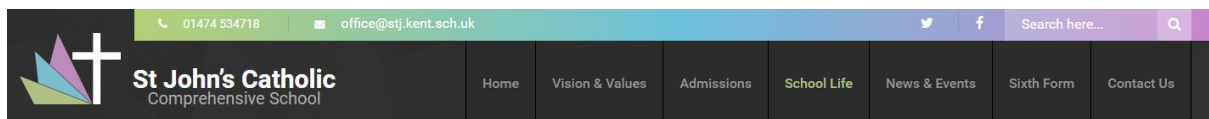


Downloading Microsoft Office Software from Office 365

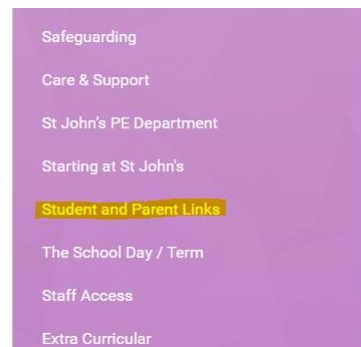
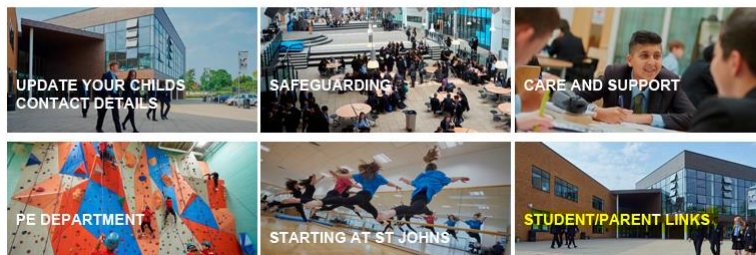
As a member of the St Johns Community either as a Student or Staff member you have access to a unique program that allows you to download Microsoft Office for free for as long as you remain a student at the school.

Step One: Logging into your school email

You can visit your school email by going to the school website at www.stjohnscs.com and the "School Life" section of the site. Once there choose "Student and Parent Links"



School Life



Once you have gone to this new page you should see an icon for Outlook.com which you can click to go further.



You will then be taken to the school's login page for your school email account which you can see on the next page where you must enter your school username and password.



ST Johns Catholic School

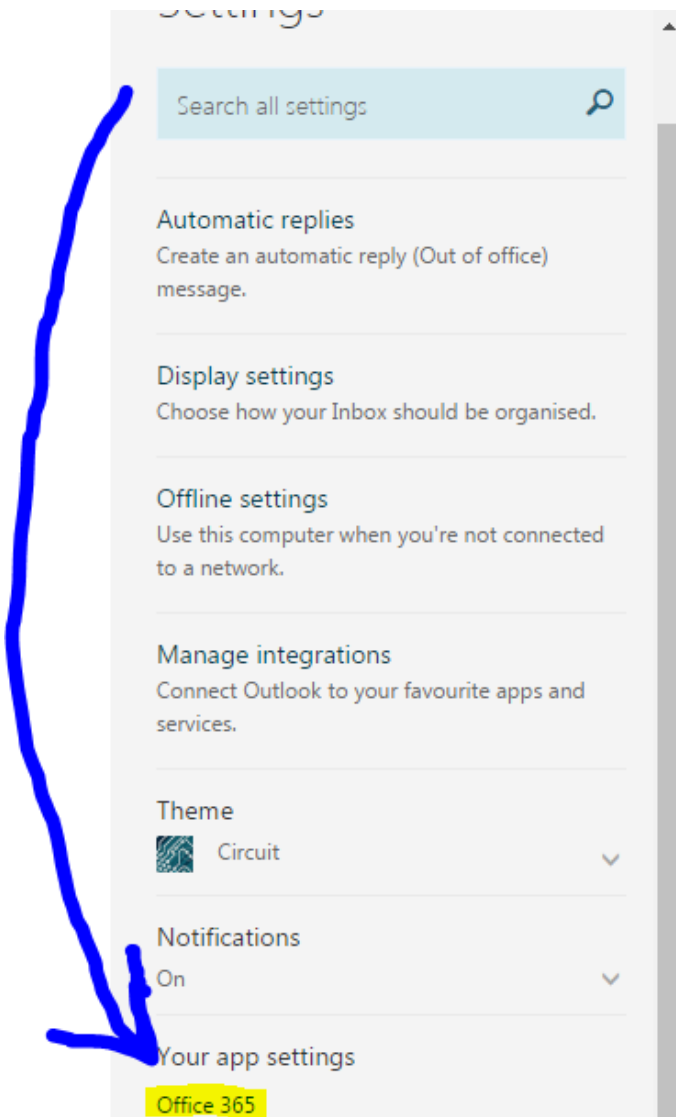
Sign in with your organizational account

Someone@example.com

Password

Sign in

Once you have signed in you will be in your office 365 mail page which has an icon bar at the top with an icon that looks like a cog shape, you can see an example below.



Once clicked you will see a new menu appear and at the bottom of this menu you will see a section that says your app settings with a blue hyperlink called Office 365. Clicking this link will take you to your school settings.

On your settings page you can see a link called software shown in the diagram on the next page.

Install status
Settings

Software
Install software.

Once you have clicked install software you will be taken through to the office 2016 apps where you can then download and install office 365 by clicking the install button. This concludes our guide on obtaining the office software.

Remember! You can install office on up to 5 devices as a member of the school until the day you leave the school.

Office 365

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Office

resources
[How do I locate my cc](#)

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: English (United States) Version: 32-bit Advanced

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)
[Troubleshoot installation](#)

Install